DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB   27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #18 – Assignment of Hold-under and Hold-over Students

1. REFERENCES:

      a. AR 623-3, Evaluation Reporting System, 31 March 2014

      b. AR 350-1, Army Training and Leader Development, 19 August 2014

      c. FM 1-0, Human Resources Support, 1 April 2010

      d. TRADOC Regulation 350-36, Basic Officers Leader Training Policies and Administration, 13 January 2014

2. PURPOSE. This memorandum provides command guidance for accountability and temporary assignments for a student in a hold-under or hold-over status while at Fort Gordon pending course start date or other actions.

3. APPLICABILITY. This policy applies to all Soldiers assigned or attached to the 442d Signal Battalion.

4. GENERAL: All Service Members (SM) not actively enrolled in a class under B Company or C Company, 442d Signal Battalion will be attached to HQ/A Company in a hold-under/hold-over status until such time that the SM has met all entrance requirements and possesses a valid slot/seat in a course.

    a. SMs in hold-over/hold-under (HO/HU) will be assigned to their principle duties by the company commander based on operational requirements, capabilities, rank and needs of the Army. HQ&A Company will maintain accountability via duty assignment roster available for review as required to the Battalion Commander.

    b. SMs on orders from HRC in a student status and not actively enrolled in a class will automatically be assigned to HQ/A Co (UIC W0U5N0). Upon assignment to HQ/A Co, they will be entered into the RITMS database and report IAW HQ/A accountability procedures. Once a class slot opens and the student is in compliance with all entrance requirements, the SM will be transferred to the appropriate company and accounted for on that company's (Bravo/Charlie) PERSTAT/RITMS.

c. HQ/A Holding Company will track graduations and liaison with Bravo and Charlie companies to ensure proper accountability of students not departing to follow on assignments or leave directly from the course.

d. All HO/HU Officers in the grade of O4 and above, as well as Warrant Officers in the grade of CW4 and above, will in-process the holding company in accordance with the same applicable policies and regulations as respective subordinate ranks. The company commander will contact the battalion executive officer or commander for assignment considerations. All assigned personnel will conduct accountability and PRT per company guidelines.

5. INITIAL MILITARY TRAINING:

a.   Students must meet height and weight standards for graduation IAW AR 350-1. Any Active Army student who does not meet height and weight standards IAW AR 350-1 prior to graduation, will be placed in a hold status (no longer than 14 days) until they have met the requirements or processed from the Army. Any USAR or ARNG student who does not meet the height and weight standards IAW AR 350-1 prior to graduation will be processed from the course and returned to their parent unit.

b.   Students must pass a record APFT prior to graduation IAW AR 350-1. Any student attending BOLC-B/WOBC for less than 30 days (Army Medical Command) and will not be taking an APFT for record, must hand carry their DA Form 705 with a score within 6 months of attending BOLC-B/WOBC. Any AA student who does not have a passing record APFT score prior to graduation; will be placed in a hold status, no longer than 14 days, until he or she passes or is processed from the Army. Any USAR or ARNG student who does not have a passing record APFT score prior to graduation; will be processed from the course and returned to their parent unit (see enclosure 1).

c.   In the case of students whose profile prevents them from taking the APFT or approved alternate APFT, the APFT requirement may be waived if the student in question has passed a record APFT within 1 year prior to the date of graduation from their final BOLC course or DCC. If the student on profile does not have a record APFT within 1 year of graduation, he or she will be assigned to a medical hold status and recycled until they are able to take the APFT.

d.   Medical limitations. Commanders will determine participation in BOLC-B/WOBC following a medical evaluation and accompanying recommendations. National Guard and Army Reserve Soldiers on profile will not in-process and will be returned to their home station. The first colonel or designated lieutenant colonel in the chain of command will make the decision to recycle the student immediately, or hold him/her at the BOLC-B/WOBC location pending medical treatment and recovery. In the case of RC students, consultation with USAR/ARNG liaison is required. Officers who are not medically capable of completing the BOLC-B/WOBC course will be referred for the Medical Evaluation Board and or military occupational specialty/Medical Retention Board process. If the officer has a temporary profile or medical issues, such as pregnancy, the officer will be put in a hold status until cleared to continue BOLC-B training.

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6. EVALUATIONS

    a. Service Members assigned in a hold-under or hold-over status for over 90 days will be given an evaluation report reference AR 623-3, paragraph 3-18a:

        (1) Evaluation reports will be submitted for individuals assigned a principal duty before the start of a course, between courses, or after a course.

        (2) OER will be prepared for all officers and NCOER will be prepared for all NCOs, if appropriate, whose principal duties are other than a student.

7. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #18, dated 9 January 2014.

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//ORIGINAL SIGNED//
2 Encls   ERIC A. ANDERSON
1 - Retrain/Recycle Flowchart   LTC, SC
2 – Hold-over/Hold-under Flowchart   Commanding

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